



## CALIFORNIA HEALTH BENEFIT EXCHANGE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA HEALTH BENEFIT EXCHANGE	<b>RELEASE DATE:</b>	Monday, October 19, 2015
<b>POSITION TITLE:</b>	Deputy Director, EEO Chief (Pending control agency approval)	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,453.00 - \$14,409.00 / Month	<b>BULLETIN ID:</b>	10152015_4

### POSITION DESCRIPTION

Under the administrative direction of the Executive Director, the incumbent manages the Office of Equal Employment Opportunity (EEO) and provides consultation and advice Exchange-wide. The incumbent will develop, recommend, implement and enforce policies and procedures for the full scope of equal employment activities, and will initiate and recommend changes that promote innovative solutions. Such solutions and policies will be accomplished in accordance with all applicable federal and State laws, regulations, Executive Orders and policies (i.e., Title VII Civil Rights Act of 1964; Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, etc.).

### MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management;

techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

- 1) Describe your experience with identifying ethical dilemmas and conflict of interest situations and how you took action to avoid and prevent them.
- 2) Describe your experience in gaining the confidence and support of executive leadership and providing effective advice on a wide range of EEO matters and policies.
- 3) Describe your ability and experience to analyze and interpret federal and state laws, rules, and landmark court decisions related to the Equal Employment Opportunity (EEO) program and implications of these issues for the EEO program.
- 4) Describe your experience in creating and implementing departmental policy and program(s) such as: Reasonable Accommodation, upward mobility and disability awareness.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Deputy Director, EEO Chief (Pending control agency approval)**, with the **CALIFORNIA HEALTH BENEFIT EXCHANGE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, EEO CHIEF(PENDING CONTROL AGENCY APPROVAL)**, with the **CALIFORNIA HEALTH BENEFIT EXCHANGE**. Applications will be retained for twelve months.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CALIFORNIA HEALTH BENEFIT EXCHANGE, Human Resources Branch  
1601 Exposition Boulevard, Sacramento, CA 95815  
Kale Thompson | (916) 228-8243 | [kale.thompson@covered.ca.gov](mailto:kale.thompson@covered.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HEALTH BENEFIT EXCHANGE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)

